

## **RETURNING Chief Executive Officer (CEO) Job Description Minnesota Business Venture**

### **Reports to:**

- Resident Business Leader (RBL)
- CEO Coordinator
- Minnesota Business Venture (MBV) Staff

### **Summary**

The Returning CEO is a leadership role that helps facilitate and run BestPrep's MBV program. In addition to planning, facilitating and executing the business plan with their company, Returning CEOs are expected to contribute to the overall community and camaraderie at camp to enhance the experience for new CEOs and for all of the MBV students. The CEO is a leader, communicator, listener, and is held accountable for the actions of the company. This is an unpaid educational experience, but CEOs attend camp at no cost.

### **Company Responsibilities:**

- Lead/oversee your company for all aspects of the business plan, including meeting deadlines.
- Work with RBL to provide leadership and guidance to your company group and other students.
  - Know the RBL is a resource for guidance, but not responsible for the project
- Develop enthusiasm and spirit within your company, ensure all company participants are actively engaged.
- Be a role model; know and demonstrate the rules of camp, dress appropriately, and present yourself professionally at all times. You are part of the MBV staff in this role.
- Represent BestPrep and MBV in a positive light

### **CEO Community Responsibilities**

- Participate in one additional call with CEO Coordinator to brainstorm ideas for day-before camp CEO training
- Arrive 30 minutes early to pre-camp training to help with set up, greet new CEOs as they arrive
- Lead the first ice breaker for CEOs at pre-camp training
- Send daily reminders and answer questions to all CEOs via group text/chat
- Facilitate the discussion for nightly CEO meeting
- Facilitate the working lunch for CEOs and RBLs

### **Overall Camp Community Responsibilities**

- Work with new CEOs to develop a skit to be performed at junk night, in between company skits
- Develop at least one new idea of how to enhance the camp community and implement it during the week

### **Additional Responsibilities:**

- Welcome, call, and serve as host for assigned speakers visiting camp
- Assist with registration, recreation and activities as needed
- Obtain messages and mail from MBV office before each company meeting
- Be aware of all paperwork needed and ensure your company completes everything on time
- Present the business plan content to your company prior to them choosing a product
- Know and communicate company plans for the day and the week
- Update company and RBLs on camp changes throughout the week
- Clearly communicate with your RBL when Returning CEO responsibilities take you away from the company
- Ensure your company is on time for meetings and speakers
- Know and demonstrate the rules of camp
- Mandatory attendance at nightly meetings

### **Requirements:**

- Previous experience as a CEO within the last two years
- Ability to take initiative and use time management to complete projects, set/meet deadlines
- Work well with peers as a team member and manager
- Ensure all company participants are actively engaged, identify students in the company that may need extra attention and assist them in having a positive camp experience
- Develop enthusiasm and spirit within your company

- Flexible, has a sense of humor
- Ability to attend pre-camp training through closing ceremony of camp (June 27-July 3 and/or July 17-23)
- Respect for self, and for cultural and socio-economic differences of students attending MBV